North Central Regional Transit District
Board Meeting
Friday, February 7, 2014
9:00 a.m. - 1:00 p.m.

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Commissioner Dan Barrone, Chair, at 9:12 a.m. at the Jim West Transit Center, 1327 Riverside Drive, Española, New Mexico.

1. **Pledge of Allegiance**
2. **Moment of Silence**
3. **Roll Call**

Ms. Lucero called the roll and it indicated the presence of a quorum as follows:

Members Present:	**Elected Members**	**Alternate Designees**
Los Alamos County	*Councilor Pete Sheehy*	
Rio Arriba County	*Commissioner Barney Trujillo*	*Mr. Tomás Campos*
Taos County	*Commissioner Daniel Barrone*	
Santa Fé County	*Commissioner Miguel Chávez*	
Nambé Pueblo	*Mr. Lonnie Montoya*	
Pojoaque Pueblo	Excused	
Ohkay Owingeh	Excused	
San Ildefonso Pueblo	*Ms. Lillian Garcia*	
Santa Clara Pueblo		*Ms. Mary Lou Valério*

Tesuque Pueblo		*Ms. Sandra Maes*
City of Santa Fé		*Mr. Jon Bulthuis*
City of Española	*Mayor Pro Tem D. Tim Salazar*	
Town of Edgewood	Excused	
Rio Metro (ex officio)		

Staff Members Present
Mr. Anthony J. Mortillaro, Executive Director
Mr. Pat López, Financial Specialist
Mr. Jim Nagle, Public Information Officer
Ms. Dalene Lucero, Executive Assistant
Mr. Mike Kelly, Transit Operations Manager
Ms. Stacey McGuire, Projects and Grants Specialist

Others Present
Mr. Peter Dwyer, Legal Counsel
Mr. Carl Boaz, Stenographer
Mr. Antonio Sierra, Rio Grande Sun
Ms. Arin McKenna, Los Alamos County
Mr. Robert Griego, Santa Fé County
Mr. Ken Hosen, KFH Consultants
Councilor Geoff Rodgers, Los Alamos County
Mr. Greg White, NMDOT

4. INTRODUCTIONS

All present introduced themselves to the Board.

5. APPROVAL OF AGENDA

Commissioner Chávez moved to approve the agenda as presented. Mr. Bulthuis seconded the motion and it passed by unanimous voice vote.

6. APPROVAL OF MINUTES – January 10, 2014

Ms. Garcia said she was not present at the January meeting but was shown as present.

Commissioner Chávez moved to postpone approval of January 10, 2014 minutes. Commissioner Trujillo seconded the motion and it passed by unanimous voice vote.

7. PUBLIC COMMENTS

There were no public comments.

PRESENTATION ITEMS:

A. Recognition of Councilor Geoff Rodgers' Service to the Board

Councilor Rodgers came forward for the recognition. A Nambé plaque was presented to him, Chair Barrone read the inscription on it and thanked Councilor Rodgers for his service.

Mr. Mortillaro, on behalf of the staff, commended him for his service on the Board, Finance Subcommittee and Property Disposal Committee and as Board Secretary and Treasurer.

ACTION ITEMS FOR APPROVAL/DISCUSSION:

B. Discussion and Possible Action Accepting Chapter 2 of Transit Service Plan Update

Mr. Mortillaro said they had a final presentation on all of the service plan adjustments which were made at the January 10, 2014 meeting by the Board. Those modifications were now included in the Chapter 2 updates.

Mr. Ken Hosen went through Chapter 2 of the Service Plan update and highlighted the route changes and adjustments and presented the new services. Input from Tesuque Governor and Picuris was included. He and Ms. Garcia and Ms. Maes met with the Tesuque Governor and it was a very fruitful discussion and modifications were incorporated into some of the routes. The update and changes had been presented in five memoranda which have all been presented earlier to the Board.

Operating Issues included ADA, timing of routes, connectivity and avoiding duplication. Española Transit Hub is the central transfer point. Bus stops were the RTD's front door. The plan would expand the number of bus stops, service levels, and other changes to meet needs. The goal was to provide more trips for more people and connect the whole region. A few changes might inconvenience or cause a few riders to lose their ride.

- Rt. 200: Española/Santa Fé will have added stops, revised timing with timed meets in Santa Fé and Española. Tesuque and Santa Clara trips between Santa Fé and Española will be on the main schedule and have their own route schedule. No change in budget costs were anticipated.

- Rt. 400: Los Alamos/Española/ Pojoaque will have timing modified, travels west on Jemez and east

on Trinity/502 with more stops in Los Alamos, many added stops on Routes 502 and 30.

- Rt 170: Chimayó/Las Trampas/Española will have routes combined with no loss of service but reduced hours; connections with timed meet at Española and expanded options for Santa Cruz residents. Costs reduced by $38,000.

- Rt. 100: Riverside will have reduced service to Dreamcatcher to four trips/day, elimination of many timing points, timed meet with all buses entering Española and no change in costs.

Mr. Campos arrived at this time.

- Rt. 110: Westside/Crosstown will have two new direct routes, shorter trips, address El Llano and eastside needs with increased cost of $10,000.

- Rt. 180: El Rito will have major revisions eliminating the loop with a direct route, eliminate unused runs, adding stops on Highway 285 and reduced costs of $38,000.

- Rt. 190 - Chama will change from 3 days to 5 days/week on a six month trial, midday service timed to meet at Española and a new stop at Northern New Medico Community College with an increased cost of $61,000.

- Rt. 270: 599/Madrid will be a new route.

- Rt. 280 will have the same but mid-day run but combined with the Edgewood route and costs unchanged.

- Rt. 290: Edgewood will add a midday service at increased cost of $19,000.

- Rt. 210: Pojoaque/Nambé will become a dial-a-ride route and have timed meets with Park & Ride buses to meet commuter needs and unchanged costs.

- Rt. 220: Tesuque will have timing changes, enhanced schedules between Santa Fé and Española and be placed on the Santa Fé-Española schedule with no change in costs.

- Rt. 160: Santa Clara will eliminate the long loop around Española, have more stops and timed meets at Española with no change in costs.

- Rt. 230: San Ildefonso will have service into the Pueblo, service on Highway 30 by the western side of the Pueblo, timed meets in Pojoaque with buses to Santa Fé and Española and added stops on Highway 502 with increase of $38,000 in costs. There were be a turnaround at battleship area and service to the senior center.

- Rt. 300: Taos/Española will be routed on Fairview to Northern New Mexico Community College, serve all stops in Española, timed meet at the Hub, with the schedule revised for commuters and students, new stops south of Velarde with no change in costs.

- Rt. 320: Questa/Costilla will have expanded schedule, timing changed to access Taos during convenient times, no changes to Red River at increased costs of $6,000.

- Rt. 310: Red River will have more service during peak season, no reduction in round trips off peak season, eliminate deadhead moves, eliminate excess slack time, and reduce hours during off peak but not the number of round trips and a cost reduction of $29,000.

- Rt. 330: Peñasco will be modified to meet Picuris needs, no internal trips in Taos (to not compete with Chile Line), service hours adjusted to meet needs with no change in costs.

- ADA Service will employ flex route service throughout the service area within 3/4 mile of fixed routes, ADA paratransit in Española with no change in costs.

- the schedule will have a service trade-off for the UNM Taos route being eliminated and providing funding for the Chile Line to operate the route1.5 miles beyond NCRTD terminus. It will be provided on days students are on campus and could reduce costs by $138,000.

Mr. Hosen said the bottom line would be a net reduction of $130,000 with very little service reduction. He went next to the new routes being proposed:

- Rt. 270X: Golden Extension will provide a once per week extension to Golden with 2 round trips during the mid-day on a six-month trial basis for shopping, medical, recreation and personal business at a cost of $4,000 annually.

- Rt. 360: Tres Piedras will provide once per week service with 2 round trips on a six month trial basis at a cost of $8,000 annually. I will probably be on Wednesdays and if it goes well, could be expanded with possibly getting Walmart as a sponsor.

Future Routes as funding becomes available could be provided for La Cienega/Las Golondrinas needs with a cost of $120,000 for equipment; Regional weekend service at a cost pf $114,000, Ski Shuttles, shopper shuttles, weekend Española service costing $87,000 for Saturdays and $71,000 for Sundays .

Mr. Hosen said the Next Steps were implementation and funding strategies, delivery of the final plan, and continued service improvements.

Councilor Sheehy said regarding schedule meets that in Los Alamos, the standard procedure was to notify the driver to make the connection. The driver would call the dispatcher to let the incoming bus know and that bus should wait for the connection to be made.

Mr. Kelley said the RTD limit was about 3 minutes at a stop. In extreme circumstances, the Rail Runner could wait up to 5 minutes but they have tight schedules.

Mr. Hosen said for these timed meets, the only time they could wait would be if one bus was running late and the dispatcher could hold a bus on a case by case basis.

Councilor Sheehy thought that would work better.

Commissioner Chávez noted this was an action item and if the Board took action, he asked if it would include all of the proposed routes that were new routes.

Mr. Mortillaro agreed.

Ms. Valerio asked if the Chama Route at Canjilon wouldn't go those three extra miles any longer. Mr. Hosen agreed.

Mr. Bulthuis appreciate that this was a comprehensive look at the system and the mobility of it. The work with the local communities, the outreach, and operating staff came together and ended up with a plan that definitely will improve productivity while reducing costs. He applauded staff and the consultant for the results and hoped they could implement it soon.

Ms. Valerio said it appeared that on Rt. 110 on highway 84 there was a stop at the State Police office.

Mr. Hosen said they would fix that. Mr. Mortillaro agreed.

Commissioner Chávez asked if the motion would have to include the dollar amounts.

Mr. Mortillaro said it wouldn't be needed at this point in time. Until it was actually implemented, they would not know the impact. The budget would incorporate these changes with a net savings, providing they could get the service exchange with the Chile Line. By that point of implementation, they would be in the FY 15 budget and could incorporate these into it.

Commissioner Chávez moved to accept Chapter 2 of the Service Plan Update with the amendments to the San Ildefonso and Tesuque Route. Ms. Maes seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Rio Arriba County, Santa Fe County, Taos County, Nambe Pueblo, San Ildefonso Pueblo, Santa Clara Pueblo, Tesuque Pueblo, City of Española and City of Santa Fe voting in favor and none voting against.

C. Discussion and Review of the Mid-Year Budget

Ms. Aragon and Mr. Lopez presented the Mid-Year Budget Review to the Board and went over the details for the midpoint of the fiscal year (six months - 50%). Ms. Aragon reported that the NCRTD was on target with expected revenue and expenses at the end of December, 2013. The amendments staff had proposed increased the budget by 3.16% ($304,494), bringing the total budget for FY 14 to $9,636,458.

There was a slight deficit in two counties for GRT revenues and was offset by surpluses revenue from the other two counties. No expenditure reductions were anticipated at this time. Capital outlay was as anticipated and any significant changes would come to the Board for review.

Councilor Sheehy addressed the Los Alamos GRT status which had gone down over the last five months. However, with the recent Washington agreement, the County was a lot more confident that the rest of the year would be flat if not a slight increase.

Ms. Aragon said the federal grants awarded to NCRTD would remain static for the remainder of FY 2014. She added that grant funds came as reimbursements for expenses incurred.

Mr. Mortillaro pointed out that last year at this time they would looking at a deficit of $400,000 and made a specific plan to end the year with a balanced budget. The result that came was $900,000 below expected expenses. This year, the economy was improved and they anticipated a close margin and hoped to have a good year.

Councilor Sheehy hoped for good GRT for the rest of the year. He was impressed with the service plan that, despite budget problems, the RTD was working on better service as they moved forward.

Commissioner Chávez moved to accept the mid-year budget review as presented. Mr. Montoya seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Rio Arriba County, Santa Fe County, Taos County, Nambe Pueblo, San Ildefonso Pueblo, Santa Clara Pueblo, Tesuque Pueblo, City of Española and City of Santa Fe voting in favor and none voting against.

D. Discussion and Consideration of Resolution 2014-02 Authorizing the Adoption of the Employee Recognition Program

Mr. Mortillaro provided an overview of the Employee Recognition Program to the Board.

Commissioner Chávez commented that the program in the packet didn't appear to have left anything out with awards for tenure and outstanding service. It was well thought out and a way for the organization to recognize a positive working environment and he knew the RTD had done that. As the NCRTD grows this program is needed and it is timely and will help us proceed in a positive manner.

Commissioner Chávez moved to approve Resolution 2014-02 as presented. Mayor Pro Tem Salazar seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Rio Arriba County, Santa Fe County, Taos County, Nambe Pueblo, San Ildefonso Pueblo, Santa Clara Pueblo, Tesuque Pueblo, City of Española and City of Santa Fe voting in favor and none voting against.

E. Discussion and Consideration of Resolution 2014-03 Authorizing the Adoption of the Environmental Sustainability Plan

Mr. Kelly presented the Environmental Sustainability Plan in a PowerPoint Presentation. He spoke about the need for sustainability plans with investments, respect for our land, ways we conduct our business because everyone had ownership in sustainability. The Mission Statement was to be an environmentally conscious, sustainable partner, enhancing the quality of life of the North Central New Mexico communities

and beyond. It was more than just public transportation.

He pointed out that alternative fuels was an important component. The Board approved an alternative fuels analysis and a directive to purchase alternate fuels vehicles. The District will buy one fueled by propane and one by CNG. The choice, out of those tests, would determine the District's future.

He said a third of the fleet was Chevrolet vehicles that were able to burn flex fuels. The closest stations for alternate fuels were the Nambé Travel Center and in Santa Fé. It would be too expensive if fuel was not available.

For best practices, the District incorporated motion sensor light switches, thermostatic controls, recycle of waste, controlled water use and recapture, natural gas backup generator, and multi-purpose use of the transit facility. They also sent nonsensitive paper to schools for their use and had sensor water shut offs in rest rooms. Bus shelters would have solar lighting, trash receptacles, schedule information and multi-modal locations. Bus stop locations might need to change as a community changed so multi-modal locations were preferred.

He said Passenger Information Systems reduce paper use. STOP#12345 will help riders know when the next bus would arrive by using a smart phone. There was also a real-time data feed on the web, email alerts and the ADL system could publish it. That reduced the need for printed schedule brochures.

Future Facility Development could be done since the District only used 1.3 of the property now. There were plans for a maintenance facility some day and they would still have vacant property. We want to do LEED Certified construction where affordable. Also could consider leasing some out for Transit Oriented Development and energize the vacant space with renewable solar energy distributed generation.

Chair Barrone asked, in the event of disasters, if there were method for moving people.

Mr. Kelly agreed. It was part of the transit security system and would use response teams. He related a sudden storm in Arizona and how the transit system rescued people.

Councilor Sheehy agreed we want to be a sustainable operation. It is smart and can save money doing that. But gasoline is expensive and ethanol doesn't save much. Natural Gas is much more efficient. We don't know how the prices will sort out. Ethanol prices could go down and if waste wood could be converted, it would really help. We need to hedge our bets and be ready by looking into alternate energy resources. With minor modifications the vehicles could be converted to natural gas and was an option to consider in vehicle purchases. He was very supportive of this overall plan.

Ms. Maes appreciated this work and thought the District should go forward with it. It was an opportunity for the Board.

Mr. Bulthuis agreed with her comments. He said "telling our story is a big part of our plan." We need to let the public know of this effort. We could also be part of the alternative fuels Task Force and bring our vehicles to the State Fair. The Clean Cities Coalition is also in New Mexico who are folks in the business of sustainability and the RTD should partner with them and the work they are doing.

Chair Barrone suggested that solar covers or canopies could also help with energy costs in this building. The use of solar is pretty impressive.

Councilor Sheehy moved to adopt Resolution 2014-03. Commissioner Chávez seconded the motion.

Councilor Sheehy said the District need to get this out to the public. It might evolve but the fundamentals are there. We need to tell the public we are committed to it.

Mr. Campos wished it had happened a long time ago. Española once had a natural gas station.

Commissioner Chávez, for clarification, if Exhibit A was to be part of the plan for the resolution.

Mr. Dwyer agreed that the Resolution 2014-03incorporated it as presented on page 126 of the packet.

The motion to adopt Resolution 2014-03 passed by unanimous roll call vote with Los Alamos County, Rio Arriba County, Santa Fe County, Taos County, Nambe Pueblo, San Ildefonso Pueblo, Santa Clara Pueblo, Tesuque Pueblo, City of Española and City of Santa Fe voting in favor and none voting against.

DISCUSSION ITEMS:

F. Discussion and Review of Ski Santa Fé Service Update

Ms. McGuire reported that in the past few months, she had met with interested parties and researched funding possibilities. The FLAP (Federal Lands Access Program) application was submitted on time and selection of grantees was anticipated by April or May. In January, she met with a representative of the Santa Fé National Forest and requested service and he provided support for the application. She also talked with National Bus Sales and the best options (purchase or lease). She also submitted for 5311 added funding from NMDOT. She shared the detailed breakout of the costs to the Board.

Ms. Valério excused herself from the meeting at 11:06.

Commissioner Chávez asked if there was any interest in cost sharing among the businesses at the ski basin.

Ms. McGuire said Ski Santa Fé spoke to the Board at the November meeting and agreed to provide some cost sharing. For other than a lift ticket subsidy, she had not investigated yet.

Commissioner Chávez thought cost sharing was a must for ski routes. He asked if it would be blue buses. Ms. McGuire agreed.

Commissioner Chávez added that Tesuque was concerned about discussions with the pueblo.

Mr. Mortillaro said Ms. Maes did mention that and yesterday when meeting with Tesuque, they spoke with the Governor and former Governor about increased usage on that Ski Santa Fé location. So staff members were very aware of it.

Commissioner Chávez said he just didn't see anything about it in the report.

Ms. Maes said the Pueblo knows about this and is open to discussion regarding the issue.

Ms. McGuire said in speaking with the Santa Fé National Forest, they are aware of and sensitive to that as well. And they all need to be together on it.

Mr. Bulthuis said regarding the 5311 application that it would be determined in May and asked if District staff knew how much and when it would become available.

Ms. McGuire said there were two possibilities. Design was one part. Construction was another and that wouldn't be a major issue. With the decision in May she hoped to have a concrete plan by mid-summer. And that meant they could have promotion before the season started.

Mr. Mortillaro said they were requesting three vehicles and some funding for operations for three years. There were competing applications being submitted also.

Ms. McGuire noted that it was not yet clear if vehicle purchases qualified under this program and the federal contact said it was a state decision so she reached out to find out if that was eligible and hadn't heard back so she didn't know yet.

Commissioner Chávez was glad they were trying to secure federal and other money but still hoped the business would share funding. He wondered if they were going to match any of the federal funding or not.

Ms. McGuire said it was not part of the conversation yet but she anticipated some soon.

Commissioner Chávez thought Lodgers Tax might be a possibility also.

Ms. McGuire had not researched that yet.

Mr. Bulthuis said the door to that discussion has been opened.

Ms. Maes also asked that further discussions include the Tesuque Governor.

Commissioner Chávez asked that it be part of update at the Santa Fé Board of County Commissioners.

G. Financial Report for January 2014

Ms. Aragon shared the financial report for January with 7 months of financial activity and referred the

Board to page 137 and following.

H. Finance Subcommittee Report

Mr. Mortillaro said at their last meeting, the Finance Subcommittee went over the mid-year budget and sustainability. The next meeting would be on February 12, focused on customer service and the consultant will be at the meeting.

I. Tribal Subcommittee Report

There was no meeting of the Sub-committee. Ms. Valério was not present to give a report. On that the same date for the Finance Subcommittee meeting, in the afternoon, the Tribal subcommittee would meet and reminders would be sent out. The normal meeting date is the second Tuesday of the month.

J. Executive Report for January 2014 and Comments from the Executive Director

1. **Executive Report**
2. **Performance Measures for December 2013**
3. **Ridership Report for December 2013**

These reports were reviewed briefly with the Board.

MATTERS FROM THE BOARD

K. Discussion and Consideration of Interim Board Treasurer/Secretary

Chair Barrone explained that the next election of officers would be in April and the Board needed to have an interim Treasurer/Secretary. So he asked Mayor Pro Tem Tim Salazar to be the interim until April.

Mayor Pro Tem Salazar was willing to take that on.

On that date in afternoon the Tribal subcommittee will meet. I'll send out reminders.

The Board voted by unanimous roll call vote to support the Chair's appointment with Los Alamos County, Rio Arriba County, Santa Fe County, Taos County, Nambe Pueblo, San Ildefonso Pueblo, Tesuque Pueblo, City of Española and City of Santa Fe voting in favor and none voting against. Santa Clara Pueblo was not present for the vote.

MISCELLANEOUS

ADJOURNMENT – Next Board Meeting: March 7, 2014 at 9:00 a.m.

Commissioner Chávez moved to adjourn the meeting. Commissioner Trujillo seconded the motion and it passed by unanimous voice vote. Santa Clara Pueblo was not present for the vote.

The meeting was adjourned at 11:58 a.m.

Approved by:

Daniel R. Barrone, Chair

Attest:

Dennis Tim Salazar, Secretary

Submitted by:

Carl Boaz, Stenographer